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17 January 1969

MEMORANDUM FOR: Director of Training

SUBJECT : Semi-Annual Report of Accomplishments
in the Use and Management of ADP (First
half Fiscal Year 1969)

REFERENCE : Memo to D/OC, D/OS, D/OL, D/OP, D/OMS,
and D/TR fr Chief, Support Services
Staff, dated 16 Dec 68; Subject: Semi-
annual ADP Management Report (1 July -
31 Dec 68)

1. Following are the responses to the applicable sections of the format suggested in the reference.

A. Accomplishments in Use of Digital Computers

2. The largest single application of computer services in regard to training are the various formats which make up the Agency Training Record. This report continues to be an indispensable record for use by the Agency Training Officers and for career planning generally. The seven year cutoff system has been accepted and serves to keep the formats to a usable size. We have had virtually no complaints about accuracy and the items of information supplied. During the quarter the Office of Communications, the only component not previously inputting their training, made arrangements to do so. The basic arrangements to accomplish this have been worked out. When functional, the additional input will:

- a. Ensure the training record is in fact Agency wide.
- b. Will enable OC ultimately to destroy in part existing individual OC training folders eliminating probably 3 - 4 safe now containing them.
- c. Reduce by an unknown, but presumably substantial, number of man days the processing of material in and out of these folders.

A new format is being developed and should be issued during the second half Fiscal Year 1969 which will show, without time restrictions, all training on record by course title; by component this will deal with both internal and external and will enable training officers and others to check attendance at specific courses. Preliminary discussions have been held with SIPS and OCS personnel on modifications to the "Stockholders" report. The changes will both make

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it more responsive to customers and OTR needs and also reduce manual computations by 6 - 8 man days twice a year. Detailed preliminary discussions have taken place between SIPS and OTR personnel concerning certain Agency wide application reports needed by the Foreign Language Committee. This will have a vital part in monitoring Agency training, requirements, etc., in response to a DCI directive.

B. Benefits

Manpower--It is estimated at the present time OTR uses an average of approximately 200 manhours per month on the input and management of ADP information; the vast majority of this concerns the Agency Training Record (ATR). This involves 1 GS-9, 1 GS-8, 1 GS-5 and 1 GS-3 plus intermittent attention by R/TR and C/AIB/RS. It is patent that without machine processing the run would be impossible, the cumulative manhours saved by the printing of this document by users throughout the Agency must be in the hundreds. One example, cited previously, of the savings in manpower possible is the "Stochholders Report"; the last manual completion (less complete and accurate) consumed several hundred man hours. A new run, covering the names of delinquent personnel in the attendance of certain courses where attendance required by regulation, saves probably a hundred man/hours/year.

Dollars--Money saved stems from salaries involved in the manhours cited above.

Summary--Benefits can be summarized as (a) turning out runs and maintaining files of an Agency wide impact that could not otherwise be created, (b) accomplishing this accurately in a timely fashion, (c) accomplishing it with a minimum number of personnel. There have been several new applications and improvements on former applications over the year and future ones can be anticipated.


Registrar
Office of Training

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